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ABSTRACT

This guide was developed as a "how to" training device for merging database and word processing files using AppleWorks version 2.0 and the Apple IIGS computer with two disk drives. Step-by-step instructions are provided for loading database files, transferring database files to the clipboard, merging database files into word processor files, altering the width of the database information, and obtaining additional help. For each procedure, a diagram of the screen display is included. (GL)

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ED317177

MERGING DATA BASE AND WORD PROCESSING FILES USING APPLEWORKS V2.0 AND THE APPLE IIGS COMPUTER

FIRST EDITION

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IR014257

INTRODUCTION

"Merging Data Base And Word Processing Files Using AppleWorks V1.0 And The Apple IIe Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one 3 1/2" and one 5 1/4" drive, 5 1/4" floppy disks, and the 2.0 Version of the AppleWorks program. The pictures one sees in the Figures of this document are those that will be seen when V2.0 of the AppleWorks program is used to merge spreadsheet files into word processor files. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. A copy of the AppleWorks program.

4. One data disk upon which is stored, a word processor file and a spreadsheet file.

If this document is to be used as it was intended, users must know how to:

1. Turn on the computer.

2. Bring word processor and spreadsheet files from a data disk to the computer desktop.

After using this document, Apple IIGS computer operators should be able to use AppleWorks V2.0 to transfer data base files into word processing documents . Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

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DIRECTIONS

01. File Loading. Bring the data base file and the word processing file with which you wish to work to the desktop.

02. Transferring The Data Base File.

a. Selecting the data base file.

(1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 1).

```
Disk: Disk 1 (Slot 6)                MAIN MENU                    Escape: Main Menu

 ____________________________
|     Main Menu              |____________________________________________
|                            ____________________________                |
|                           |      Desktop Index         |                |
|     1.  Add files to      |----------------------------|                |
|                           | 1.  LIB.008            DB  |                |
|     2.  Work with one     | 2.  WP01215.007        WP  |                |
|                           | 3.  WP01216.007        WP  |                |
|     3.  Save Desktop      | 4.  WP01217.007        WP  |                |
|                           | 5.  DB00000            DB  |                |
|     4.  Remove files      | 6.  DB00408.002        DB  |                |
|                           | 7.  COMPUTERS          WP  |                |
|     5.  Other Activit     | 8.  DOC.LIBRARY.005    DB  |                |
|                           | 9.  DOC.LIBRARY.006    DB  |                |
|     6.  Quit              |10.  DOC.LIBRARY.007    DB  |                |
|                           |11.  WP01134.007        WP  |                |
|____________________________|12.  SS00544.005        SS  |_______________|
                            |____________________________|

Type number, or use arrows, then press Return                      366K Avail.
```

Figure 1. The Monitor Screen Showing The Quick Switch Function.

(2) Using the DOWN-ARROW key if necessary, highlight the data base file.

(3) Press the RETURN key once. Figure 2 shows an example of a data base file.

File: DOC.LIBRARY.005 REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

DOC. N	DOC. T	KEY WORD	SUBJECT	TITLE	AUTHOR	DATE	DISK NO	DOC. FORM	DOC. RCVR/US
00482	WP	Publishi	Copyrig	Reque	Schlen	88NO	000025(	LETTER	Superintende
00483	DB	Activity	First g	Data	Schlen	Nov	000025	List	Activity Use
00484	WP	Activity	Physica	First	Schlen	Nov	000025(	Paragraph	Teachers
00485	WP	Chemistr	Safety	Chemi	Schlen	88DE	000008(	Memo	All secondar
00486	WP	Student	JSHS SY	Reque	Schlen	88DE	000008(	Letter	Doris A. Ell
00487	WP	Evaluati	Science	Reque	Schlen	88DE	000008(	Letter	Program dire
00488	WP	Activity	Sound	Integ	Schlen	88DE	000025(	Paragraph	Science Teac
00489	SS	Budget	Science	Examp	Schlen	88DE	000025(	List	Principals a
00490	DB	Activity	Levers	Blank	Schlen	88DE	000025(	Blank DB	Schlenker
00491	WP	Schedule	Science	Sched	Schlen	88DE	000008(	Priority	DSO-K and Sc
00492	WP	Student	JSHS SY	Refun	Schlen	88DE	000025(	Memo	Larson, Walk
00493	WP	Material	Moon Ro	Non-a	Schlen	88DE	000008(	Memo	All pacific
00494	WP	Courses	Request	Compl	Schlen	88DE	000008(	Memo	Henry Demps,
00495	WP	Courses	Descrip	Colle	Schlen	88DE	000008(	Memo	Chief of Edu
00496	WP	Curricul	Activit	First	Schlen	88DE	000025(	Article	Editor, Scop

Type entry or use @ commands @-? for Help

Figure 2. The Monitor Screen Showing An Example Data Base File.

b. Printing The Data Base File.

(1) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 3).

```
File: DOC.LIBRARY.005              REPORT MENU          Escape: Review/Add/Change
Report: None

==============================================================================

                    1.  Get a report format
                    2.  Create a new "tables" format
                    3.  Create a new "labels" format
                    4.  Duplicate an existing format
                    5.  Erase a format

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      366K Avail.
```

Figure 3. The Monitor Screen After Selecting The Print Option.

(2) Use the ARROW key if necessary to highlight the "Create a new tables format."

(3) Press the RETURN key once. Your monitor screen should appear similar to the picture shown in Figure 4.

```
File: DOC.LIBRARY.DOC          NAME THE NEW REPORT          Escape: Report Menu
Report: None

==========================================================================

--------------------------------------------------------------------------
Type a name for the report:                                   366K Avail.
```

Figure 4. The Monitor Screen After Selecting The Create Tables Option.

(4) Type a name for your report. An example is provided in Figure 5.

```
File: DOC.LIBRARY.005              REPORT FORMAT              Escape: Report Men
Report: 89NOV22
Selection: All records


==========================================================================
--> or <--  Move cursor                      @-J  Right justify this category
 >  @   <   Switch category positions        @-K  Define a calculated category
--> @  <--  Change column width              @-N  Change report name and/or title
@-A  Arrange (sort) on this category         @-O  Printer options
@-D  Delete this category                    @-P  Print the report
@-G  Add/remove group totals                 @-R  Change record selection rules
@-I  Insert a prev. deleted category         @-T  Add/remove category totals
--------------------------------------------------------------------------

DOC. NO:      DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      I
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- .
00482         WP           Publishing   Copyright    Request for  Schlenker    I
00483         DB           Activity     First grade  Data base fo Schlenker    I
00484         WP           Activity     Physical Sci First class  Schlenker  u I

------------------------------------------------------------------- More ---
Use options shown above to change report format                 366K Avail.
```

Figure 6. The Monitor Screen Showing The Report Name Entered.

(6) Press the OPEN-APPLE and the "P" keys at the same time (see Figure 7).

```
File: DOC.LIBRARY.005          NAME THE NEW REPORT          Escape: Erase entry
Report: None

==========================================================================

--------------------------------------------------------------------------
Type a name for the report:  DATA.BASE.TRAINING                 406K Avail.
```

Figure 5. The Monitor Screen Showing An Example Report Name.

(5) Press the RETURN key once (see Figure 6).

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Forma
Report: 89NOV22
Selection: All records

==============================================================================

                    Where do you want to print the report?

                    1.  NCR
                    2.  ImageWriter II
                    3.  EPSON
                    4.  The screen
                    5.  The clipboard (for the Word Processor)
                    6.  The clipboard (for Mail Merge)
                    7.  A text (ASCII) file on disk
                    8.  A DIF (TM) file on disk

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    366K Avail.
```

Figure 7. The Monitor Screen After Selecting The Print Function A Second Time.

(7) Use the DOWN-ARROW key and highlight the, "The clipboard (for the word processor)" option.

(8) Press the RETURN key once (examine Figure 8).

```
File: DOC.LIBRARY.005          PRINT THE REPORT   Escape: Restore former entry
Report: DATA.BASE.TRAINING
Selection: All records

==============================================================================

------------------------------------------------------------------------------
Type report date or press Return:                                  405K Avail.
```

Figure 8. The Monitor Screen After Selecting The Word Processor Option.

(9) Type today's date (see Figure 9).

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Format
Report: 89NOV22
Selection: All records

==============================================================================

------------------------------------------------------------------------------
Type report date or press Return:  89NOV22                        366K Avail.
```

Figure 9. The Monitor Screen Showing The Date Typed.

(10) Press the RETURN key once.

(11) Examine your monitor screen and compare it with the picture provided in Figure 10. You should see a message telling you the your document has been printed to the clipboard. This is your cue that it is time to move from the data base file an into your word processor file.

```
File: DOC.LIBRARY.005          PRINT THE REPORT          Escape: Report Forma
Report: 89NOV22
Selection: All records

==============================================================================

                    The report is now on the clipboard,
                    and can be moved or copied into Word
                    Processor documents.

------------------------------------------------------------------------------
Press Space Bar to continue                                          400K Avail.
```

Figure 10. The Monitor Screen Showing The Printed To The Clipboard Message.

c. Moving To The Word Processor File.

(1) Press the OPEN-APPLE and the "Q" (quick switch) keys at the same time (see Figure 11).

```
File: DOC.LIBRARY.005          PRINT THE REPORT                Escape: Main Men
Report: 89NOV22
Selection: All records

                          ____________________________
                          |      Desktop Index       |
========================  |--------------------------|  ======================
                          | 1.  LIB.008          DB  |
                          | 2.  WP01215.007      WP  |
                          | 3.  WP01216.007      WP  |
                          | 4.  WP01217.007      WP  |
                   The r  | 5.  DB00000          DB  |
                   and c  | 6.  DB00408.002      DB  | d
                   Proce  | 7.  COMPUTERS        WP  |
                          | 8.  DOC.LIBRARY.005  DB  |
                          | 9.  DOC.LIBRARY.006  DB  |
                          |10.  DOC.LIBRARY.007  DB  |
                          |11.  WP01134.007      WP  |
                          |12.  SS00544.005      SS  |
                          |__________________________|

-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    400K Avail.
```

Figure 11. The Monitor Screen Showing The Quick Option Energized.

(2) Use the ARROW keys to highlight the word processor document into which you are merging your data base document.

(3) Press the RETURN key once. Your word processor file should appear on the monitor screen (see Figure 12).

```
File: WP01216.007                REVIEW/ADD/CHANGE                Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|==
                        November 21, !989


MEMORANDUM FOR  District Superintendent of Schools, Japan

SUBJECT:  Regional Science Task Group Working Session

1.  A regional science task group meeting will be held at
the Regional Office January 18-19, 1990.  This will be
working meeting where participants put together the
contributions of the four district science task groups into
a final revised science objectives (DSM 2200.1) booklet.

2.  It is requested that you select one middle or high
school teacher to attend this meeting, prepare the necessary
travel orders, and notify me of your selectee's approximate
arrival time.

3.  Billeting arrengements for the attending teacher will be
--------------------------------------------------------------------------------
Type entry or use @ commands            Line 20  Column 13       @-? for Help
```

Figure 12. The Monitor Screen Showing The Word Processor Document.

d. Document Merging Process.

(1) Use the ARROW keys and move the cursor to the location where you want the data base file to be located.

(2) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 13).

```
File: WP01216.007                    MOVE TEXT          Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===

MEMORANDUM FOR  District Superintendent of Schools, Japan

SUBJECT:  Regional Science Task Group Working Session

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a final revised science objectives (DSM 2200.1) booklet.

2.  It is requested that you select one middle or high
school teacher to attend this meeting, prepare the necessary
travel orders, and notify me of your selectee's approximate
arrival time.

3.  Billeting arrengements for the attending teacher will be
made by regional office personnel.
-------------------------------------------------------------------------------
Move Text?  Within document  To clipboard  From clipboard
```

Figure 13. The Monitor Screen After Selecting The Move Option.

(3) Use the RIGHT-ARROW key to highlight the, "From clipboard (paste)" option.

(4) Press the RETURN key once. Your data base file should have moved into the location where your cursor was set (see Figure 14).

```
File: WP01216.007                REVIEW/ADD/CHANGE                Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|==:


MEMORANDUM FOR  District Superintendent of Schools, Japan

SUBJECT:  Regional Science Task Group Working Session

1.  A regional science task group meeting will be held at
the Regional Office January 18-19, 1990.  This will be
working meeting where participants put together the
contributions of the four district science task groups into
a final revised science objectives (DSM 2200.1) booklet.
File:    DOC.LIBRARY.005
            Page 1
Report: 89NOV22
           89NOV22
DOC. NO:      DOC. TYPE:    KEY WORD:     SUBJECT:      TITLE:
   AUTHOR:       DA
------------ ------------ ------------ ------------
------------ ------------ --
--------------------------------------------------------------------------------
Type entry or use @ commands              Line 16  Column  1        @-? for Help
```

Figure 14. The Monitor Screen After Moving The Data Base File From The Clipboard.

(5) If your data base file is so large that it wraps around on itself, not fitting in the available space, proceed to STEP 03; otherwise, jump to STEP 04.

03. <u>Altering The Width Of The Data Base Information</u>.

a. Using the ARROW keys, move the cursor to the row immediately above the beginning of the data base information.

b. Press the OPEN-APPLE and "O" keys at the same time (see Figure 15).

```
File: WP01216.007                    PRINTER OPTIONS        Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
MEMORANDUM FOR  District Superintendent of Schools, Japan

SUBJECT:  Regional Science Task Group Working Session

1.  A regional science task group meeting will be held at
the Regional Office January 18-19, 1990.  This will be
working meeting where participants put together the
contributions of the four district science task groups into
a final revised science objectives (DSM 2200.1) booklet.

File:   DOC.LIBRARY.005
    PW=8.0  LM=1.0  RM=1.0  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin     BE: Boldface End
                    CN: Centered        GE: Group End       +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header     +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer     -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines      -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number     UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here      PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker    EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin  MM: Mail Merge
```

Figure 15. The Monitor Screen After Selecting Word Processor Print Options.

c. Altering The Left Margin.

(1) Type, "LM."

(2) Press the RETURN key once.

(3) Type, "0.5".

(4) Press the RETURN key once. Examine your monitor screen and Figure 16.

```
File: WP01216.007                PRINTER OPTIONS        Escape: Review/Add/Change
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|==

     SUBJECT:  Regional Science Task Group Working Session

     1.  A regional science task group meeting will be held at
     the Regional Office January 18-19, 1990.  This will be
     working meeting where participants put together the
     contributions of the four district science task groups into
     a final revised science objectives (DSM 2200.1) booklet.
--------Left Margin:  0.5 inches

File:   DOC.LIBRARY.005
    PW=8.0  LM=0.5  RM=1.0  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Beg
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript End
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begin
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begin
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin   MM: Mail Merge
```

Figure 16. The Monitor Screen After Changing The Left Margin To 0.5 Inches.

(5) Type, "RM."

(6) Press the RETURN key once.

(7) Type, "0.5".

(8) Press the RETURN key once. Examine your monitor screen and Figure 17.

```
File: WP01216.007                PRINTER OPTIONS        Escape: Review/Add/Chang
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|==
     SUBJECT:  Regional Science Task Group Working Session

     1.  A regional science task group meeting will be held at
     the Regional Office January 18-19, 1990.  This will be
     working meeting where participants put together the
     contributions of the four district science task groups into
     a final revised science objectives (DSM 2200.1) booklet.
--------Left Margin:  0.5 inches
--------Right Margin:  0.5 inches

File:   DOC.LIBRARY.005
    PW=8.0  LM=0.5  RM=0.5  CI=10  JU  PL=11.0  TM=0.0  BM=2.0  LI=6  SS
Option:             UJ: Unjustified     GB: Group Begin      BE: Boldface End
                    CN: Centered        GE: Group End        +B: Superscript Be
PW: Platen Width    PL: Paper Length    HE: Page Header      +E: Superscript En
LM: Left Margin     TM: Top Margin      FO: Page Footer      -B: Subscript Begi
RM: Right Margin    BM: Bottom Margin   SK: Skip Lines       -E: Subscript End
CI: Chars per Inch  LI: Lines per Inch  PN: Page Number      UB: Underline Begi
P1: Proportional-1  SS: Single Space    PE: Pause Each page  UE: Underline End
P2: Proportional-2  DS: Double Space    PH: Pause Here       PP: Print Page No.
IN: Indent          TS: Triple Space    SM: Set a Marker     EK: Enter Keyboard
JU: Justified       NP: New Page        BB: Boldface Begin   MM: Mail Merge
```

Figure 17. The Monitor Screen After Changing The Right Margin To 0.5 Inches.

(9) Press the ESC key once. Your monitor screen should appear similar to the picture shown in Figure 18.

```
File: WP01216.007                REVIEW/ADD/CHANGE                Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|==:
     1.  A regional science task group meeting will be held at
     the Regional Office January 18-19, 1990.  This will be
     working meeting where participants put together the
     contributions of the four district science task groups into
     a final revised science objectives (DSM 2200.1) booklet.
--------Left Margin:  0.5 inches
--------Right Margin:  0.5 inches

File:   DOC.LIBRARY.005
  Page 1
Report: 89NOV22
 89NOV22
DOC. NO:      DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:
AUTHOR:       DA
-----------------------------------------------------------------------
-- --
00482         WP           Publishing   Copyright    Request for
Schlenker     88
00483         DB           Activity     First grade  Data base fo
Schlenker     No
-------------------------------------------------------------------------------
Type entry or use @ commands              Line 11  Column 49       @-? for Help
```

Figure 18. The Monitor Screen After Exiting The Print Option Function.

(10) If you do not see left and right margin information printed on the screen, press the OPEN-APPLE and the "Z" keys at the same time.

(11) Move the cursor to the row directly following the last data base information.

(12) Press the OPEN-APPLE and the "O" keys at the same time and using the same procedure as you used to make the margins narrower, restore each margin to 1 inch.

(13) Press the ESC key. Your monitor screen should now appear similar to the example shown in Figure 19.

```
File: WP01216.007                REVIEW/ADD/CHANGE                Escape: Main Menu
=====|====|====|====|====|====|====|====|====|====|====|====|====|====|====|===
00493          WP            Materials    Moon Rocks    Non-availabi
Schlenker      88
00494          WP            Courses      Request for   Completion o
Schlenker      88
00495          WP            Courses      Descriptions  Collection o
Schlenker/Da   88
00496          WP            Curriculum   Activity      First Class
Schlenker      88

--------Left Margin:  1.0 inches
--------Right Margin:  1.0 inches


     2.  It is requested that you select one middle or high
     school teacher to attend this meeting, prepare the necessary
     travel orders, and notify me of your selectee's approximate
     arrival time.

     3.  Billeting arrengements for the attending teacher will be
     made by regional office personnel.
-------------------------------------------------------------------------------
Type entry or use @ commands              Line 68  Column 49        @-? for Help
```

Figure 19. The Monitor Screen Showing The Altered Data Base Information.

04. <u>Additional Help</u>. If you need additional help altering your file, press the OPEN-APPLE and the "?" keys at the same time and or consult the AppleWorks instruction manual that accompanied the program when it was purchased.